



2019-20 AmeriCorps Calendar

Instructions: *This calendar includes all programmatic and fiscal due dates and required trainings for the 2018-19 program year. In addition, it includes the dates Serve Indiana (SI) is closed, release dates for forms (i.e. close out package, progress reports) and additional events available to programs. SI expects programs to abide by due dates and to send at least one representative to each required training as applicable (consult the below legend for further instruction).*

Additional Information:

- **New program/staff events are only required for new programs/staff**
 - Programs and staff are considered new for the first two years.
- **All times are on Eastern Standard Time (EST)**
- **There is a separate grant application review process (GARP) with additional dates for submitting grants.**

Legend:

New Program/Staff Required Training

All Program Required Training

Deadline

State/National Holiday (SI Closed)

Non Required Events



July 2019

- 1 Close out process PY 18-19 communicated to all programs via email
- 4 *Independence Day, Serve Indiana Closed*
- 10 **18-19 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 10-11 **PY 19-20 Orientation, Sol Center Ballroom, Indianapolis, 10am-4pm each day**
 - July 10th: Required for new staff/programs
 - July 11th: Required for all programs
- 19 19-20 Signatory Authority Form Released (all programs)
NSCHC Training released to programs
19-20 Directory released to programs for review
- 31 **18-19 Request for Funds due (fixed and reimbursement)**
19-20 Signatory Authority Form due to Serve Indiana (all programs)
19-20 Directory edits due to Serve Indiana

August 2019

- 1 Serve IN releases instructions on Training Calendar/Policy submission to new programs
- 2 **Fiscal Orientation Webinar, 10:00am-11:30am**
- 8 **AmeriCorps Open Q & A, 1:00pm-3:00pm**
- 10 **18-19 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps (final PER for 18-19 programs with end date of July 31)**
- 22 **New Program Orientation Session 3 Training Series Webinar 10:00-11:30am**
- 30 **18-19 Request for Funds due (fixed and reimbursement)**
2019-20 Training Calendar/Policy due to Serve Indiana (new programs)
Final 18-19 PER submission extension request due (if applicable)
NSCHC Training Certificate due to SI for all programs
19-20 Budget due in OnCorps
Serve Indiana releases 18-19 End of Year Progress Report instructions to AC programs via email



19-20 Capacity Assessment Pre-test due to Serve Indiana

September 2019

- 2 *Labor Day, SI Closed*
- 6 **All Program Conference Call, 10:00-11:00am**
- 10 **Final PY 2018-19 Periodic Expense Report due (18-19 programs with end date of August 31)***
**Extensions for final PER must be submitted by August 31st to Serve Indiana*
PY 19-20 First Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps
- 11 National Day of Service and Remembrance
- 17-20 Serve Indiana out for Symposium
- 29 **2018-19 Year End Progress Report due to SI (all programs) by 11:59pm**
- 30 **Final 2018-19 Request for Funds due (fixed and reimbursement) for PY 18-19**
Request for Funds due (fixed and reimbursement) for PY 19-20
Final 2018-19 PY Aggregated Financial Report due to SI via OnCorps (March 2019-End of program year)
- TBD 2020-2021 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

October 2019

- 1 **Serve Indiana Close Out checklist due to SI**
- 4 **New Program Conference Call, 10:00-11:00am**
- 10 **19-20 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 14 *Indigenous People Day, SI closed*
- 15 **DWD Closeout Due from programs to DWD Grants Closeouts**



- 17 Serve Indiana Commission Meeting (10-12:00pm), Location: National FFA Center, 6060 FFA Drive, Indianapolis, IN 46268
- 25 **New, Recompete & Competitive Continuations due in eGrants by 5:00pm eastern**
- 29 South Bend Swearing-in-Ceremony (10-12:00 p.m.), Century Center, 120 Dr. MLK Jr Blvd, South Bend, IN 46601
- 31 **Request for Funds due (fixed and reimbursement)**
- Risk Assessment results released to programs

November 2019

- 1 **New Program/Staff Conference Call, 10:00-11:00am**
- 5 *Election Day, SI closed*
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 11 *Veteran's Day Serve Indiana Closed*
- 28 *Thanksgiving, Serve Indiana Closed*
- 29 *Lincoln's Birthday, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**

December 2019

- 5 **Winter Program Director Training, 10-4pm, TBD**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 12 Serve Indiana Commission Meeting, New, Recompete & Competitive Continuation Funding (10-2:00pm), Location: Sol Center, 708 E Michigan, Indianapolis, IN 46204
- 24 *Washington's Birthday, Serve Indiana Closed*
- 25 *Christmas Day Observed, Serve Indiana Closed*
- 31 **Request for Funds due (fixed and reimbursement)**



January 2020

- 1 *New Year's Day Observed, Serve Indiana Closed*
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 20 *Martin Luther King Jr. Day, Serve Indiana Closed*
Martin Luther King Jr. Day of National Day [\(CNCS Information\)](#)
- 30 **Request for Funds due (fixed and reimbursement)**

February 2020

- 7 **New Program/Staff Conference Call, 10:00am-11:00am**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 20 *Serve Indiana Commission Meeting (10-12:00pm), Location: TBD*
- 28 **Request for Funds due (fixed and reimbursement)**
Semi-Annual Progress Report instructions released to programs

March 2020

- 6 **All Program Conference Call, 10:00-11:00am**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 8-14 *AmeriCorps Week [\(CNCS Information\)](#)*
- 20 **Formula Continuation Grants due to SI**
- 30 **Request for Funds due (fixed and reimbursement)**
AFR due to SI via OnCorps (August-February 28; N/A Fixed)
- 31 **Semi-Annual Progress Report due to SI in OnCorps (Start of PY-February 28)**



April 2020

- 3 **New Program/Staff Conference Call, 10:00-11:00am**
- 7 Mayor and County Recognition Day for National Service ([CNCS Information](#))
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
Good Friday, Serve Indiana closed
- 16 Serve Indiana Commission Meeting (10-2:00pm), Location: The Sol Center
- 30 **Request for Funds due (fixed and reimbursement)**

May 2020

- 5 *Primary Election Day, Serve Indiana Closed*
- 13 **Spring Program Director Training, 10-4:00pm, TBD**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 25 *Memorial Day, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**
- 31 **Grant Extension Request deadline (No extension will be granted if submitted after this date)**

June 2020

- 5 **All Program Conference Call, 10:00-11:00am**
Orientation RSVP & Needs Assessment Released to programs
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 11 **New Program Orientation Session 1 Training Series Webinar 1:30-3:00pm**
- 18 Serve Indiana Commission Meeting (10-12:00pm), Location: The Sol Center
- 24-25 **PY 20-21 Orientation, Sol Center Ballroom, Indianapolis, 10am-4pm each day**
 - June 24th: Required for new staff/programs
 - June 25th: Required for all programs



- 26 **Orientation RSVP & Needs Assessment due to Serve Indiana via Survey Monkey**
- 30 **Request for Funds due (fixed and reimbursement)**
 - 19/20 Closeout Package released to programs
 - Budget Modification deadline**

July 2020

- 3 *Serve Indiana closed*
- 4 *Independence Day, Serve Indiana Closed*
- 10 **19-20 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 19 20-21 Signatory Authority Form Released (all programs)
 - NSCHC Training released to programs
 - 20-21 Directory released to programs for review
- 30 **Session 3 All Program Follow up Call, 10:00am-11:30am**
- 31 **19-20 Request for Funds due (fixed and reimbursement)**
 - 20-21 Signatory Authority Form due to Serve Indiana (all programs)**
 - 20-21 Directory edits due to Serve Indiana**
 - Training calendar and policy submission instructions released by SI to programs

August 2020

- 6 **20-21 Fiscal Orientation Webinar, 10 am-11:30am (Operational Fixed)**
- 10 **19-20 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps (Final PER for programs with July 31 end date)**
- 20 **Serve Indiana Commission Meeting (10-12:00pm), Location: National FFA**
- 28 **2019-20 Budget due in OnCorps**
 - 2020-21 Training Calendar/Policy due to Serve Indiana (new programs)**



NSCHC Training Certificate due to SI for all programs

30 **19-20 Request for Funds due (fixed and reimbursement)**

Final 18-19 PER submission extension request due (if applicable)

TBD 2020-2021 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

September 2020

1 SI releases End of Year Progress Report instructions for PY 19-20

4 **All Program Conference Call, 10:00-11:00am**

7 *Labor Day, SI Closed*

10 **Final PY 2019-20 Periodic Expense Report due (reimbursement only)* (Programs with end date of August 31)**

**Extensions for final PER must be submitted by August 31st to Serve Indiana*

August 20-21 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps

11 National Day of Service and Remembrance ([CNCS Information](#))

TBD Serve Indiana out for Symposium

27 **Final 2019-20 Request for Funds due (fixed and reimbursement)**

Request for Funds due (fixed and reimbursement)*

**Only applies to 19-20 programs and August 1 start for 20-21 programs*

30 **2019-20 Year End Progress Report due to SI (all programs)**

Final 2019-20 PY Aggregated Financial Report due to SI via OnCorps (April-September 2020)

October 2020

1 **Serve Indiana Closeout Checklist due to SI**



- 2 **New Program/Staff Conference Call, 10:00-11:00am**
 - 10 **19-20 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
 - 12 *Indigenous Peoples Day, SI closed*
 - 15 **Closeouts Due to DWD**
 - 15 Serve Indiana Commission Meeting (10-12:00pm), Location: TBD
 - 30 **Request for Funds due (fixed and reimbursement)**
 - 30 Risk Assessment results released to programs
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